

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly **Meeting Date:** 8 January 03
Meeting Time: 1000~1130 **Meeting Place:** Kaizen No Yochi

Present: RE, DOICC, XO, C10, RPAO, C130 (Recorder/ Facilitators)

| Decision Made, Actions Planned, Tasks to be Done | Person Responsible |
|---|--------------------|
| Complete 28 February, RFMS Conference agenda by the next meeting. | BM/ C130 |
| Complete PWT Ops Manual by 28 Feb | CAPT Orndoff |
| | |

1. 90 Day Task List:

Goal 1- Working. Received point of contacts from each base for the management support function data call. Will distribute template to the POC to gather in formation.
 Goal 2- In progress. Working on BCA.
 Goal 3- RE is looking to complete PWT OPS manual in draft form by the end of February. Also need to look at shore CB billets and develop optimum distribution plan.
 Goal 6- RE would like to complete OPS manual in next two months.

2. Agenda for the one day off-site:

During the discussion, following ideas were generated:

- Need to have each goal advocates to brief status of each goal
- Need to invite Mr. Collins, Mr. Crecilius, and CDR Campbell to provide perspective of Regional Resource Management.
- Nice to invite special guest speaker during the lunch break.
- Nice to invite other stakeholders.

3. FacTS Client Survey Status:

Ms. Bowie briefed on FacTS, new client survey that NAVFAC has just put out. It is annual survey that each center is going to administer. There will be a conference to educate FacTS POCs. More information will follow.

4. Roundtable:

RE- LT Koch's relief possibly reassigned as APWO in Okinawa.
 - Briefed RADM Chaplin about PQM allocation plan. RADM Chaplin would like to have VTC with all base Cos.
 XO- Command RFMS staff to be reschedule to next month due to CO and BM TAD.
 BM- PWC Group Head and Department Head meeting reschedule to last Thursday of each month to capture financial output and metrics.